Public Library System

Digital Photo Organizing and Editing Using Picasa 3 from Google

Objectives:

- Learn how to download the free Picasa3 program.
- Learn to view your photos and folders.
- Learn how to use Tags to organize your photos.
- Learn basic photo editing techniques.
- Learn how to print your photos.
- Learn how to email photos using Picasa3.
- Learn how to export or import photos.

To Download the FREE Picasa3 Program from Google

1. Go to the website **http://picasa.google.com**

2. Click on the button for **Download Picasa3**.

3. When given the choice of **Run** or **Save**, click **Run**, which will immediately install Picasa3 on your computer.

4. You will be given the opportunity to make the **Picasa Photo Viewer** your default viewer. Click on **OK**. If you find that don't like it, you can always turn it off later by opening Picasa3 and clicking on **Tools → Configure Photo Viewer → Don't use → OK.**

Using Online Help
The best way to start using Picasa3 is to first read the basic topics listed on the
Picasa3 Help page. Open Picasa3, then click on **Help → Help Contents and
Index** (or simply press the **F1** key at the top of your keyboard) and it will take you
directly to the **Picasa3 Help** page.

Using Tags to help find photos
You can make it easy to find your photos by attaching **Tags** to identify the
photo's subject matter. Select one or more photos with a particular subject and
then click on the **Tag** button (or press **Ctrl T**). You can then enter one or more
subject names that you can later use to search for photos. For example, **Tag**
photos with the names of each person shown in the photo.

Saving Your Changes
Picasa3 automatically keeps track of your photo edits even if you don't save your
changes. Any unsaved changes, however, cannot be seen by any program other
than Picasa3. So if you make a change to a photo in Picasa3 without saving it,
and then open that photo in a different program to print, email, or copy it, that
other program will see only the original photo without the edits you made in
Picasa3. For that reason, it is best to always save you changes. Just click on
File → Save after you make any changes in Picasa3. You can save individually
after each photo you edit, or just let your changes accumulate until you have
edited multiple photos in a folder, then select them all at one time using **Edit →
Select All** and click on **File → Save** to save all of them at one time.

Emailing Photos using Picasa3
You can use Picasa3 to email photos using either the free **Gmail** program from
Google, or whatever is the default email program on your computer. When
emailing photos, Picasa3 will automatically reduce the size of the photos when
attaching them to the email. To specify the size you want photos reduced to,
click on **Tools → Options → Email** and move the slider to determine the number
of pixels in the photo's longest dimension. Remember that 1024 pixels are big
enough to fill the width of a computer screen.

Automatically Resize Photos
Even if you don't use Outlook Express or Gmail for email, you can still use
Picasa3 to automatically reduce the size of photos that you plan to email. Just
create a folder on your computer with a name such as **Resized**. Then in Picasa3
you can select the photos you want to email and click on the **Export** button. This
will open a window where you select the destination folder, which will be your
Resized folder, and you can use the slider to determine what size the photos are
to be reduced to. Once they have been exported, open your email program and
attach the photos from the **Resized** folder.